National Executive Council  
Pre-Conference Meeting Minutes  
June 24& 25, 2006, Regina, SK  
8:30 AM CST

1. Roll Call

Bruce Morrison NS-PEI, Ken Cross SASK, Koreen Westly ALB, Mike Duncan ON, Tamela Carroll NB, Jasmina Egeler BC, Claudia Kurzac President, Rick Sokolowski Manitoba, Darryl NFLD.

Guest: Gary O’Toole, NB Branch

Regrets: Debra Losito

2. Approval of Minutes from Feb. 17 & 18th NEC Meeting, Vancouver, BC.
   1. Tick sheet for time line – Ken Cross to work on.
   2. New business section q- Tamela Carroll will attend for Scott
   3. New business section w- CHICA corporate sponsorship
   4. New item section T- Ontario Branch to coordinate
   5. In camera notes- Tamela Carroll to send to Claudia
   6. Ontario Branch update item c- branch by-laws changed added president elect position, 2006 educational conference Niagara falls
   7. Manitoba Branch- Planning for educational conference
   8.

3. Approval of Agenda. Moved by Ken Cross, 2nd Bruce Morrison

4. Business Arising:
   4.1 Core Competencies Project update (Kurzac)
   Next steps meeting is needed, Schools are positive towards initiative, need to strategize scope of practice, RFP for CEO, RFP for Scope of Practice, The meeting was well received by all in attendance. Steering committee may happen this year

   4.2 Twinning Exchange, Ireland (Carroll)
   Doreen Macintosh submitted an application- committee approved, More members needed for committee- need to formalize process (Carroll)

   4.3 Sabbatical Exchange (Westly)
   Michele Morrone- Ohio University Ass. Prof specializing in Housing issues- report will be sent out by AB Branch

   4.4 NCC-EH (Kurzac)
   Ray Copes has not responded with the advisory board membership.
4.5 EPH Technician (Kurzac)  
   Project is proceeding and college thanked CIPHI

4.6 CIPHI Merchandise (Carroll)  
   Joanne Lum sourced and purchased all the merchandise.  
   Inventory list sent to Tamela Carroll. Tamela Carroll asked the  
   NEC to keep Inventory of all items sold during conference.

4.7 Executive Director (Westly for Phan)  
   RFP Not yet completed, to be completed Aug 06

4.8 Conference Bid Process (Westly for Phan)  
   TBC Aug 06

4.9 Conference Planning “Tick-sheet” (Kurzac)  
   Ken Cross will develop tick sheet with Mike Duncan, Bruce  
   Morrison and Jasmina Egeler.

4.10 Past President appointment (Kurzac)  
   Bruce Morrison Moved to appoint Robert Bradbury as Past  
   President 2nd Ken Cross. All in favor

4.11 CIPHI Trademarking (Carroll)  
   Trade mark filed for CPHI (C) & CIESP (C) with the Canadian  
   Intellectual Properties Office. The application is being reviewed  
   and open for public comment.

4.12 PHAC Interchange (Kurzac)  
   Interchange is most likely not happening with Stefane Gravelle.

4.13 CPHA Awards (Kurzac)  
   -Dave Patterson  
   Ron de Burger accepted the award (Certificate of Merit) on behalf  
   of the family. Mike Duncan recommended that managers in each  
   province become familiar with nomination criteria for awards and  
   begin submitting staff for awards to raise profile of PHIs.

   Claudia Kurzac accepted the Public health Agency/Canadian  
   Public health of Association health Human Resources Award for  
   new and innovative strategy for public health workforce. The NEC  
   congratulated Claudia Kurzac.

5. New Business  
   5.1 President’s Report (Kurzac)
Claudia Kurzac made the Motion to accept as circulated, Mike Duncan 2nd, all in favor

Branch Reports

5.2 BC Branch Report (Egeler) made the Motion to accept as circulated, Ken Cross 2nd, all in favor
Highlights-
Highlight EPH week efforts and Education Conference

5.3 AB Branch Report (Westly) made the Motion to accept as circulated, Rick Sokolowski 2nd, all in favor
Highlights- auditor’s report was positive for Environmental Health Programs.

5.4 SK Branch Report (Cross) made the Motion to accept as circulated, Rick Sokolowski 2nd, all in favor
Highlights- Conference planning, Re elected as President,

5.5 MB Branch Report (Sokolowski) made the Motion to accept as circulated, Jasmina Egeler 2nd, all in favor
Highlights- membership is up. City and province help fund participation National Conference for members; Student Recruitment, pamphlet circulated, Retention issues for employers, Programs are moving from Conservation Ministry to Health Ministry.

5.6 ON Branch Report (Duncan) made the Motion to accept as circulated, Tamela Carroll 2nd, all in favor
Highlights- CHICA conference OB involvement, Partnering with Managers group, Min of Health; reported involvement with Capacity Review

5.7 NB Branch Report (Carroll) made the Motion to accept as circulated, Bruce Morrison 2nd, all in favor
Highlights– Mileage increase for PHIs

5.8 NS/PEI Branch Report (Morrison) made the Motion to accept as circulated, Ken Cross 2nd, all in favor
Highlights- University of Cape Breton accreditation, Senators group being formed, Declaration EPH week in Nova Scotia, Requesting NEC advocate NS definition of PHI in legislation to include CPHI(C), PHI’s will be mentoring Nursing students from University Nursing programs.

5.9 NL Branch Report (Johnson) made the Motion to accept as circulated, Rick Sokolowski 2nd, all in favor
Highlights- working towards increasing members and professional development. Province is going to be a partner for Education
Conference; Accepting award Nominations for the first time; Will be bidding for 2008 (will be prepared in next few weeks)

BOC Report

5.10 Board of Certification Report (Thomas) BOC Positions- Claudia Kurzac spoke to Corresponding member and or Exam coordinator- Cost share for their travel. Provincial Ministry reps are not going to be supported by CIPHI financially. Corresponding members will have a 3 year term, 2 consecutive terms. NEC will request exam results reports, financial reports submitted annually. Will ask for clarification regarding Exam coordinator having discretion to mark/adjust questions. Joint meeting will continue.

BOC is currently preparing budget (website, information pamphlets, etc.) Position concerns were communicated to BOC and received. BOC still working on written portion of certification exam. Continuing Education being worked on by Allen Atwell and Gord Stewart, ready by Nov 06 for presentation, warned it will require 1 FTE for administration. Pam Scharfe stated new exam and appeals were reported on; failure rates do not demonstrate effectiveness. Examiners provided feedback, many positive responses, review of feedback not completed. Examiner training is full for the Regina Session. There were 9 appeals total, one appeal was granted. The BOC Sending a post examination questionnaire to exam candidates to evaluate exam process.

Committee Reports

5.11 Nominations and Awards (Koreen Westby)

Bruce Morrison made the Motion, Stefane Gravalle be awarded the Presidents Award as circulated, Ken Cross 2nd, all in favor

Bruce Morrison made the Motion, Joan Reiter be awarded Honorary Member as circulated, Jasmina 2nd, all in favor

Bruce Morrison made the Motion Paul Frose be awarded the Alex Cross Award as circulated, Differed.

Bruce Morrison made the Motion Duane Dekovich be awarded the Alex Cross Award as circulated, Differed

Bruce Morrison made the Motion Jenny MacKay be awarded Environmental Health Review as circulated, Differed 2nd, all in favor
Bruce Morrison made the Motion Doug Terry be awarded the Lifetime Member Award as circulated, Rick Sokolowski 2\textsuperscript{nd}, all in favor.

The application for Robert Stone to be awarded the Lifetime Member Award was denied based on the detail of the two submissions.

Bruce Morrison made the Saskatchewan Coalition for Tobacco Reduction be awarded the Alexander Officer Award as circulated, Rick Sokolowski 2\textsuperscript{nd}, all in favor.

made the Motion Dr. Neil Lowry and Lowry School of Pool and Spa Maintenance be awarded the Alexander Officer Award as circulated, Rick Sokolowski 2\textsuperscript{nd}, all in favor; all agreed in giving two awards for 2006.

5.12 Finance (Egeler)
Jasmina Egeler made the Motion to accept as circulated, Koreen Westly 2\textsuperscript{nd}, all in favor.
Discussion: Core competency (Database, Legal & professional costs, Meetings (Leaders, steering cmte, working group)), Sponsorship need to be addressed.

5.13 Budget (Egeler)
Egeler made the Motion to accept as circulated, Ken Cross 2\textsuperscript{nd}, all in favor.
Discussion: Core competency (Database, Legal & professional costs, Meetings (Leaders, steering cmte, working group)), Sponsorship need to be addressed.

5.14 Membership (Carroll)
Tamela Carroll made the Motion to accept as circulated, Ken Cross 2\textsuperscript{nd}, all in favor.
Discussion: Membership is up from last year. There have been issues with receiving Membership list and status reports; Tamela Carroll will make requests for membership reports to be made available.

5.15 Constitution & By-laws (Johnson)
Darryl made the Motion to accept as circulated, Mike Duncan 2\textsuperscript{nd}, all in favor.
Highlights- Constitution is now an electronic document; code of ethics on membership form requires revision, Daryl to pass to Deb Losito.

5.16 Website (LeBlanc)
Rick Sokolowski made the Motion to accept the as circulated, Ken Cross 2\textsuperscript{nd}, all in favor.
Questions about the $$
5.17 Advocacy (Duncan)
Mike Duncan made the Motion to accept as circulated, Daryl 2nd, all in favor.
Highlights- encouraged the other presidents to include advocacy in their president’s reports

5.18 EHR (Losito)
Nick made the Motion to accept his report as circulated, Jasmina 2nd, all in favor
Highlights- Encouraging reports from the training centres/University; Ken Cross thanked Nick for the coverage and assistance promoting the conference; Nick thanked the NEC for sending delegates to Ireland.

5.19 IFEH World Congress 2010 (Kurzac)
Claudia and Nick attended the Conference this year; had a booth and promoted the 2010 conference; learned many lessons; had good feedback from delegates.
Claudia made the Motion to accept verbal, Tamela Carroll 2nd, all in favor

5.20 IFEH Council Meeting Dublin (Kurzac)
Highlights- She is waiting for the final reports to be written before writing her report; twinning efforts should have a champion identified in each country to help facilitate, question arose concerning CIPHI funding the twining and or facilitating; Position Paper presented regarding International Disaster Relief, may lead to having education sessions during conferences; Middle Eastern Regional Group was newly formed; Claudia is to encourage the chair of the Americas Group to begin working on projects.
Claudia made the Motion to accept verbal report, Jasmina 2nd, all in favor

5.21 Historian (Roark)
5.22 Environmental Health Foundation (Ellison)
Environmental Health Foundation Report (Ellison)
Duncan Ellison provided an overview of the EHF report- highlights included that the finances are healthy at this time; proposed a Drinking Water workshop for the 2008

Duncan Ellison made the Motion to accept the report as circulated, Tamela Carroll 2nd, all in favor

5.23 CIPHI AEC 2005 (Duncan)
Mike Duncan made the Motion to accept as circulated, Rick Sokolowski 2nd, all in favor
Highlights- correspondence made and financial wins; Suzie Shaw requested to speak to the report at the AGM. Claudia congratulated and thanked the Ont. Branch.
5.24 CIPHI AEC 2006 (Cross)  
Ken Cross made the Motion to accept as circulated, Tamela Carroll 2nd, all in favor.  
Highlights- Rob Shuba has coordinated the entire event, sponsorship was very successful; Teepee event happening; over 190 delegates registered at last check; Thanked Ont. NS. AB. Branches for their assistance. Claudia thanked Sask. Branch for their efforts and the friendly environment provided.

5.25 CIPHI AEC 2007 (Kurzac) Ken Christian provided an update of the Kelowna conference in 2008; to be held at the Grand Okanagan Resort; theme is core competencies, expecting 225 delegates, 8 committee members are present in Regina manning the booth.  
Ken Christian made the Motion to accept as circulated, Ken Cross 2nd, all in favor.

5.26 CIPHI Database (Grant)  
Pam Scharfe suggested that a contract lawyer review the draft contract; Branch president are to take back the issue to their executive for approval 50/50 cost share after subsidies (Zones: Atlantic, Ontario, Parries, Alberta, BC). Percentage of cost share per zone will be determined at the next meeting.

5.27 Election of President (Kurzac)  
Claudia informed that she was the only submission and is therefore, acclaimed president for another 2 years.

5.28 AGM Preparation (Kurzac)  
-parliamentarian is Grant Paulson  
-sergeant at arms is Doug Terry  
-scrutineers are Paul Ross, Paul Silvester, Travis Philipation  
-proxies and resolutions to be announced first thing in the morning, box to be placed at the booth; accepted until noon  
-in memorium list to go to Claudia

5.29 CIPHI Publications (Kurzac)  
-Distribution Rick Sokolowski will explore an national printing company for outsourcing printing. Universities should be approached for assisting with printing.  
-Cost share/cost recovery for core competency  
Darryl Johnson made the Motion that CIPHI National absorbs the cost of printing and distributing the CIPHI Promotional Folder to the Branches, Tamela Carroll 2nd, all in favor.

Rick Sokolowski is to develop a handout based on the insert in the folder.
5.30 Environmental Public Health Week (Egeler)
- change date, 3rd week in January?
Claudia highlighted the report with issues with the date being difficult for marketing. Jasmina will ask the committee for an alternative date.

5.31 CPHA Advisory Council (Kurzac)
- first meeting May 27/06
Highlighted the meeting was a positive experience; will provide insight and learning opportunities; Tamela Carroll reported two applicants, Tino Serepiglano is being recommended.
Tamela Carroll made the Motion to appoint Tino be appointed as CIPHI’s representative CPHA Advisory council, Ken Cross 2nd, all in favor.
Tamela Carroll will inform Barb and Tino of the appointment.

5.32 Privacy and Personal Information (Kurzac)
The membership form will need a statement about disclosure and seek legal opinion. No further membership lists will be given to corporate members pending a review and legal opinion. Daryl to update the form and propose a direction for the change.

5.33 Canadian Grocers/CPHA project (Kurzac)
Mike Duncan will follow up with MLHU to assign a CIPHI rep to participate.

5.34 Conference bids
- 2008 NFLD is putting in a bid.
- 2011 NB is considering
5.35  CWWA Conference (Carroll)
Tamela received a thank you letter from CWWA Duncan Ellison for sponsoring their event; the location of the CIPHI booth was a very good one; CIPHI needs to acknowledge CWWA as a conference sponsor.

5.36  Payment of bills
5.37  Volunteer application and form
The form was circulated to all. Mike Duncan requested to feedback from the NEC. The form is open for any branch/NEC to use as they see fit.

5.38  CIPHI advocacy Ontario
Mike Duncan provided a synopsis of the Egg Salad issue in Windsor, concerning Minister Health comments and advocacy submitted around it.

5.39  Health protections leaders
The health protection Leaders are meeting on wed, Claudia is making a presentation on Core Competencies.

5.40  CIPHI Senate Meeting
The Senate have requested that the NEC attend their meeting during the conference.

6. Next Meeting-post conference June 29, 2006 9:00 am.